Position Title:  Catering Server  
Department:  Pioneer College Caterers  
Position Code:  10533  
Date Prepared:  7/31/15  
FLSA Status:  ☑Exempt  ☑Non-Exempt  
Full Time:  Yes ☐ No ☑

JOB SUMMARY:  
The responsibility of the Catering Server is to ensure a smooth experience for our dining patrons.

ESSENTIAL JOB FUNCTIONS:  
The employee in this position will have the following essential job functions:  
- Assist with setting up events  
- Serve as a wait-staff waiter

Performs other duties as may be assigned by supervisor.

EDUCATION:  
The person in this position should have some basic schooling.

EXPERIENCE:  
Previous experience is not necessary.  Position requires high energy, self-motivated individual.  
Will train.

SUPERVISION:  
The person in this position will supervise no one.

The person in this position will report to the Catering Manager and the Food Service Director.

WORK ENVIRONMENT:  
The person in this position will work in an ever changing, fast paced environment.  Hours are flexible.
EQUIPMENT:
The person in this position will use the following equipment: ice machine, coffee and tea machine, hot boxes, ovens, and occasionally the dish machine.

I have received a copy of my job description, which outlines the responsibilities, required skills, education and experience; and the physical and mental requirements of my job. My signature below indicates that I have read and fully understand the requirements and that I am able to perform the essential job functions as outlined. I also understand and agree that this job description cannot be construed as an implied employment contract and that my relationship with the Seminary is still “employment-at-will”.

Employee Signature       Date       Supervisor Signature       Date